



ALCOHOL – ROUTINE LIQUOR DEALER INSPECTION (RLD)

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Contents:

- I. Policy
- II. Retail Liquor Dealer Inspection Form
- III. Cancellation

I. POLICY

It is the policy of the Field Enforcement Division (FED) to employ a robust Retail Liquor Dealer (RLD) inspection program, in support of the Division's fiscal year performance measures, that maintains a fair operating environment for all retail liquor businesses and protects revenue by enforcing laws and regulations regarding the purchases, use and refilling of containers of alcoholic beverages and to ensure proper records and licenses are being maintained as required by law.

A. Laws governing the basic RLD concepts are found in the Alcoholic Beverages Article and include:

- Title 6, §6-202, grants the inspector or agent the authority to conduct the inspection.
- Title 6, §6-311 and 319, places restrictions of the purchase of alcoholic beverages.
- Title 6, §6-313, prohibits refilling of containers of alcoholic beverages.
- Title 6, §1-408, requires that licensees maintain complete and accurate records.

B. The random nature of aggressive inspections conducted throughout the state seeks to gain voluntary compliance from alcohol retailers. Establishing a predictable schedule of inspections by inspectors and agents will undermine the overall observation of voluntary compliance amongst licensed retailers who may be tempted to circumvent the laws and regulations. The Division will determine its inspection goal on a yearly basis and communicate that goal to executive management. The erratic nature of various obligations placed upon field personnel on a day to day basis may, occasionally, adversely impact the Division's ability to meet this goal. Generally, the frequency of targeting licensed establishments for inspections is driven by specific complaints received and the judgment of individual inspectors, agents, and their supervisors to maximize the unpredictability of an inspection process that in turn enhances an atmosphere of voluntary compliance. If at the end of the year the goal is not met, the Division will follow up with executive management to explain the variance.

C. All inspections will be thoroughly documented on an RLD Inspection form. All applicable areas on the form are to be completed, including the date of the inspection. Upon completion of the inspection, the FED employee will request the signature of a representative of the business on the form.

D. Upon receipt of the completed RLD form, the FED supervisor shall:

- Review the report for completeness
- Sign and date the report form

- Monitor and track inspections so as to minimize multiple, unwarranted inspections at the same location without cause.
- Forward the completed report to the Report Room to be maintained in accordance with the Division Retention Schedule

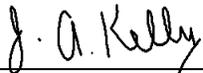
II. RETAIL LIQUOR DEALER INSPECTION FORM

A Retail Liquor Dealer Inspection form shall be completed on all RLD inspections. All areas are to be completed on the form, including the date of the inspection. Upon completion of the inspection, the FED employee shall have the representative of the business, which has been inspected, sign the form.

Upon receipt of the completed RLD form, the FED supervisor shall:

- Review the report for completeness.
- Forward the report to the executive associate who will record the information into the inspection report data base.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director